



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

December 18, 2008

Mark Miller, President
Crown Valley Precision Machining
5137 S. Elton Street
Baldwin Park, CA 91706

Dear Mr. Miller:

RE: **FINAL VISIT REPORT** for **CROWN VALLEY PRECISION MACHINING <100 (ET07-0373)**

Date of the Visit:	12/18/08
Beginning/Ending Time:	2:00 p.m. – 4:00 p.m.
Date of Last Visit:	09/18/08
Visit Location:	Baldwin Park
Persons in attendance:	Diana Mier, Bookkeeper/Accountant, Crown Valley Precision Margarita M. Paccarelli, ETP Contract Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	05/08/07 – 11/07/08	Agreement Amount:	\$46,800
Training Start Date:	05/08/07	No. to Retain:	30
Date Training must be Completed:	08/07/08	Range of Hours:	8 - 150
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

FINAL REPORT SUMMARY

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on May 29, 2007 and training began on May 8, 2007. Ms. Mier reported that all training was completed on June 25, 2008, which allowed for the 90-day retention period to be completed within the term ending date of the Agreement – November 7, 2008.

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Since the inception of this Agreement, you have submitted the following Agreement revisions:

- ✚ Modification No. 1, approved on January 16, 2008, increased the maximum class/lab hours from 60 to 150. This modification will accommodate training needs of approximately 2 to 3 trainees who will need up to 150 class/lab hours. Additional training will focus on new equipment recently installed at the company and training of personnel that is new in the industry. There was no change to the Agreement amount.
- ✚ Amendment No. 2, executed on June 9, 2008, extended the term end date by six months from May 7, 2008 to November 7, 2008. Being a small business, you informed ETP that you did not have the resources to train as much as you would like. In addition, increased in production demand have made it impossible to complete the required training within the original term of the Agreement.

- **FINAL PROJECT STATISTICS**

Your Agreement contains a variable training plan, which means that reimbursement will be based on the total actual number of training hours completed by each trainee between 8 and 150 training hours. There will be no reimbursement for any trainee who does not complete a minimum of 8 hours of training from the approved curriculum.

Based on the data obtained from the ETP Online Tracking System, there are 25 trainees who met the minimum class/lab training hours. With 25 trainees who completed training and the retention requirements, the projected earnings will be \$42,237 (90% of the Agreement amount). Since your company has received \$21,530 in progress payments, you will receive an additional \$20,707, if the anticipated number to retain is verified during the final fiscal closeout.

During this visit, Ms. Pacerelli provided Ms. Mier technical assistance on how to do the final contract closeout. She walked her through the invoice process online. The progress payment and final invoice were completed during this visit. The Analyst also provided her technical assistance on how to drop trainees.

- **INTERVIEW WITH CONTRACTOR'S REPRESENTATIVES**

When queried as to the benefits of this training, you stated that the ETP program was a job saver. As a job shop for the aerospace industry, you stated that it is most competitive places to be in the manufacturing industry. Your company is only as good as the last part shipped. With the ETP funding, you stated that the company was able to improve the skills of its workers on an ongoing basis with real job-related skills that help them remain competitive and improves the overall value of the employees. Through this training, you reported that several trainees have been promoted.

You also stated that there were several employees who started in entry level jobs and are now in a much higher paying inspection and or machining positions as a result of the training.

Ms. Mier reported she did not experience any problems with ETP record keeping and that ETP staff was very helpful in providing technical assistance in the administration of this Agreement.

PROJECT STATISTICS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	38	Currently in Training:	0
Trainees Enrolled:	38	Completed Training:	25
Dropped Following Enrollment:	13	Completed Retention:	25

The project statistics provided by your staff matches those listed on the ETP Contract Status Report.

TRAINING RECORDS

During this visit, the Analyst conducted a random sampling of ten trainees who completed training. Records show that these trainees completed between 8 and 60 total training hours and the completed hours matches those posted on the ETP Online Tracking System. Records reviewed also confirmed that the Agreement curriculum was provided as specified and the ratio of trainer to trainee delineated in the Agreement training plan was adhered to.

The above findings are based only on the training records reviewed during this visit and represent only a sample of the training records completed to date. Therefore, it is your responsibility to ensure that all training records comply with Panel requirements for auditing purposes. (Reference: Title 22 California Code of Regulations, Section 4442)

AUDIT

Your company will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk review. These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters.

To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Margarita Paccereilli at (818) 755-1317 or by email at mpaccereilli@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Dolores Kendrick, Manager
North Hollywood Regional Office

Margarita M. Paccereilli, Contract Analyst
North Hollywood Regional Office

cc: David Guzman, Chief, ETP Program Operations Division (via email)
Kulbir Mayall, Fiscal Manager (via email)
Master File
Project File

Date report mailed to Contractor _____